

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

INTERNAL

**RECRUITMENT BULLETIN # 21-22-183
JANUARY 2022**

**SCHOOLWIDE ENL COORDINATOR
DISTRICTWIDE**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

SCHOOLWIDE ENL BUILDING COORDINATOR

APPLICATION

Candidates must complete an application (letter of interest and resume'). Poughkeepsie City School District is looking to hire one ENL teacher per building to work collaboratively with Task Force members in order to identify, plan, and develop programs that address the PCSD's Learning Plan as it pertains to the ENL population and meeting the needs of ENL students.

QUALIFICATIONS:

- Candidates must possess a TESOL Certification.
- Candidates must be willing to participate and be available to engage in two monthly meetings in person with the district ENL coordinator.

Commitment to Equity: Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education.

Leadership: Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.

Focus on Data-Driven Results: Relentlessly pursues the improvement of central office performance and school leadership, instruction, and operations, and is driven by a desire to produce quantifiable student achievement gains.

Innovative Problem-Solving: Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.

Adaptability: Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non-routine situations.

Teamwork: Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others

Dependability: Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed work plans, and balancing of multiple priorities.

Communication and Customer Service Skills: Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to customer needs in a high-quality and courteous manner.

Candidates with prior experience in an urban school district with a large racially and economically diverse population are preferred and encouraged to apply.

DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned by the principal and/or ENL coordinator :

- Lead the time in research and program.
- Must be familiar with all PCSD building and current program models in each school.
- Schedule 2 meetings per month with building coordinators in person.
- Lead ENL building coordinators to identify areas of improvement which reflect the PCSD learning plan.
- Work collaboratively with ENL building coordinators to design and ultimately implement new ENL programming as it aligns with the PCSD learning plan.
- Discuss and review the tenants of the CEEP plan that are pertinent to the PCSD.
- Review data to extrapolate pertinent information and to determine areas in need of improvement (for the LEP Student population of the PCSD) as per the CEEP Plan.
- Devise strategies to ameliorate the learning outcomes of ENL Students within all linguistic proficiencies.
- Will provide opportunities for NYS TESOL certified staff to participate in and have a role in helping to create programs and recommendations which directly impact the PCSD Learning Plan.
- Participants will identify areas of improvement and work collaboratively and creatively to find suggested solutions to these areas.
- Participate in two, in person, meetings per month
- Must be willing and able to research, design and plan for implementation
- Must be able to demonstrate knowledge of ENL CR Part 154, data monitoring and organizational skills

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

SALARY: In accordance with the PPSTA contract.

**FINAL DATE
FOR FILING:**

January 28, 2022

SEND ALL INTEREST TO: gmott@poughkeepsieschools.org
cgallo@poughkeepsieschools.org

Cc: lclark@poughkeepsieschools.org
Cc: fbouffard@poughkeepsieschools.org

Mr. Gregory Mott
Assistant Superintendent of Elementary Education

Dr. Charles Gallo
Assistant Superintendent of Secondary Education

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